

## XII. POST-EXAMINATION PROCEDURES

After claims have been examined, the examination materials are sent to the records section in Helena for entry into the data base. A review abstract is generated for each claim. The review abstracts and examination materials are returned to the regional office for review and filing in the original claim file. If the worksheet and review abstract for a claim are in agreement, the computer data is then ready for the department's summary report. If the review abstract and worksheet are not in agreement, corrections must be made to the review abstract and the above process repeated until all data are correctly input.

All examination materials will be microfilmed at one time after examination for the basin is complete. At that point all materials requiring filming will be pulled and sent to Helena.

The following sections outline the procedures involved in the final stage of basin examination.

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## A. FINISHING STEPS

1. Coding Examination Materials. Corrections and changes to examination worksheets will be input into the computer by records section staff in Helena. Send examination materials in batches to the coding unit supervisor in Helena. Batches should not be sent more often than monthly, and should consist of at least one hundred worksheets. Sending batches on a regular basis is recommended to increase the efficiency of the coding staff by providing continuous work.

Following are general procedures for sending examination material to Helena. The filming of this material along with reservoir worksheets, interview reports, correspondence, questionnaires, etc., will occur later while the decree for the basin is being prepared.

- Pull the examination materials from the claim files and arrange the documents in the following order:
  - (1) Worksheet
  - (2) Addenda
  - (3) Code Sheets
  - (4) Amendments
- Make sure all examination materials have the claim number on it.
- Bind with one staple per claim file.
- Conduct final examination critique. See Figure XII-1. Correcting errors at this stage vastly reduces overall processing effort.
- Pack and organize examination materials numerically in boxes.
- Record on either Claim Log Sheet or computer claim log the date sent to Helena. It is suggested a copy of the claim log showing the claim material being sent be placed in the first box.
- Submit list of all claims involving interbasin transfers with the basin being examined to the records section supervisor, and to regional offices responsible for examining adjacent basins.

2. Filming Examination Materials. The filming of all examination materials for a basin will occur at one time. After all claims in the basin have been examined and while the decree abstracts are being prepared, the regional office will be requested to pull the examination worksheets, review abstracts, amendments, addenda, correspondence, etc., from each file and send this material

## FIGURE XII-1

### FINAL EXAMINATION CRITIQUE

#### WORKSHEETS Check that:

1. All crossed out information has something written in place of it. (Unless all or part of the element is to be deleted from the record.)
2. A checkmark or asterisk is in the left margin next to those elements where a change was made.
3. The reservoir 'on/off/R' code is identified with either a 'Y', 'N' or 'R'.
4. Worksheet is signed and dated.
5. The number of code sheets referenced in "Coding Sheets" at bottom of worksheet is correct.

#### REMARKS

1. Glance over code sheets to see that all necessary fields have been completed and the text is neat, and readable.
2. Check that abbreviated remarks are properly formatted.
3. Do not split words or numbers in the remarks.
4. Remarks with the same letter code (RN, CL, etc.) should
  - be numbered in sequence if one thought (RN01, RN02)
  - skip a number if each is a separate thought (RN01, RN03)

#### IRRIGATION

1. Total maximum acres = total parcel acres
2. Flow rate needed for
  - ditch systems not involving an onstream reservoir
  - sprinkler systems not involving an onstream reservoir
  - pump is primary diversion
3. Flow rate should be 0.00 on filed and use rights for
  - onstream reservoirs
  - direct flow water spreading systems (IR type = D)
  - natural subirrigation (IR type = N)
  - natural overflow (IR type = O)
4. Volume needed for
  - previously decreed volumes
  - water spreading systems
  - systems involving reservoirs

#### DOMESTIC

1. Check that number of households is listed.
2. Onstream reservoir flow rates should be 0.00.

#### STOCKWATER

1. Flow rate should be 0.00 for
  - instream direct
  - ditch diversions
  - onstream reservoirs
  - undeveloped springs
2. Volume should be 0.00 for all claims except U.S. government claims to pothole lakes and reservoirs
3. LS diversion - TRS for POU and POD should be equal.

to Helena for filming. This process will give the regional office an opportunity to discard unnecessary or duplicate information, such as review abstracts generated to correct punctuation or spelling errors. After filming, all materials will be returned to the regional office for filing.

Following are general guidelines for pulling examination materials to be filmed.

- Make sure all examination materials have the claim number on it.
- Arrange the documents in the following order:
  - i) Examination Worksheet
  - ii) Addenda
  - iii) Code Sheets
  - iv) Amendments
  - v) Interview reports, correspondence, questionnaires, reservoir worksheets, etc. (in chronological order)
  - vi) Review Abstract(s)
- Critique the supplemental documents
  - i) Check that all documents received through the mail or from the claimant during an interview have a date received stamp.
  - ii) Make sure all documents received from claimant, i.e. questionnaires, maps, affidavits have a claimant supplemental document stamp.
  - iii) All documents not already noted as being from the department should have a DNRC supplemental document stamp. Our letters and code sheets do not need to be stamped.
  - iv) If there is a completed reservoir worksheet, check for R75/R76 remark, and R55/R56 remark if capacity has been estimated, and the capacity, dam height, surface area.
- Bind with one staple per claim file.
- Pack and organize examination materials numerically in boxes.
- Record on either Claim Log Sheet or computer claim log the date sent to Helena. It is suggested a copy of the claim log showing the claim material being sent be placed in the first box.

## B. RECORDS SECTION PROCEDURES

Following are procedures used by records section staff to process examination data and enter it into the department's centralized record system.

- All changes indicated on examination worksheets and amendments are entered directly into the data base (via software package). Data on code sheets are entered by the encoding unit staff or routed to the data entry section.
- Transactions are reviewed for errors and any corrections are made.
- Review abstracts are printed and reviewed for accuracy.
- Review abstracts, examination worksheets, and all related documents are returned to the regional office to check for correct data entry.
- Additional reviewing and coding are completed as necessary until all corrections have been made.

Filming of all examination materials for a basin will normally occur at one time after all claims in the basin have been examined. When the examination materials are received, they will be filmed in the order received. The front page of worksheet and all attached documents will be stamped 'filmed'. After filming, all materials will be returned to the regional office for filing.

### C. REVIEW ABSTRACTS

When review abstracts are sent to the regional office, they should contain all updated information as shown on the examination worksheet, appropriate standards and feasibility checks. Compare the review abstract with the examination worksheet. This check ensures that changes by the reviewer and data entry by the records section staff have been done properly. Exhibit XII-1 is an example review abstract.

Checking the review abstracts relies largely on eye contact. Develop a systematic approach so items are not overlooked.

- Check that worksheet and review abstract claim numbers are the same.
- Check that corrections made on the examination worksheet appear on the review abstract.
  - Check that all remarks and data from code sheets added during examination were input accurately.
  - Check that remarks have proper codes (PU, FR, MA etc) and are printed in the proper place on the review abstract. For example, all flow rate related remarks should appear under Flow Rate.
  - Check for changed data which should not have been changed.
- Check that asterisks denoting changes have been added to changes requiring them.
- Check the Potential Error/Warnings Messages box on the last page of the abstract. The computer has been programmed to analyze several items for incomplete or inconsistent information. Figure XII-2 is a list of these checks.
- Keep an eye out for inconsistent or nonsensical claim information. This is the last time the department will make a comprehensive review of the claim before the decree is issued. The computer checks can't catch all possible errors. Without reexamining the whole claim, try to understand the individual right. The quality of your product reflects on you as well as the entire department. A well trained eye looking for inconsistent information goes a long way towards making a quality product.

Correct errors found on the review abstract directly on the abstract. Sign and date all abstracts in the area provided even if there are no errors on the review abstract. This documents the abstract has been checked.

FIGURE XII-2  
POTENTIAL ERROR/WARNING MESSAGES

Messages identifying the following problems would be printed in a boxed area on each review abstract, when applicable.

A. OWNER

- A01. MISSING OWNER (NO MAIN OWNER)  
"missing owner"
- A02. MISSING CITY/STATE/ZIP  
"missing city"  
"missing state"  
"missing zip code"
- A03. DUPLICATE OWNER  
"duplicate T owners"  
"duplicate M owners"  
"M owner same as T"

B. PURPOSE

- B01. MISSING PURPOSE  
"missing purpose"
- B02. OTHER THAN ACCEPTABLE PURPOSE CODES  
"invalid purpose code"
- B03. MORE THAN ONE PURPOSE  
"more than one purpose: \_\_\_\_\_"
- B04. MISSING OR INVALID IRRIGATION TYPE WHEN THE PURPOSE IS IRRIGATION  
"missing irrigation type"  
"invalid irrigation type code"
- B05. TYPE OF IRRIGATION IS X, NO PU REMARK  
"irrigation type is X, but no purpose remark"
- B06. NUMBER OF HOUSEHOLD > 0, USE NOT DM OR MD  
"number of households = \_\_\_\_\_, use not DM or MD"

C. SOURCE

- C01. MISSING SOURCE NAME (DIVERSION RECORD) AND UNNAMED TRIBUTARY = N  
"DV01 diversion with no source"
- C02. SOURCE NAMES ON DIVERSION RECORDS DON'T MATCH  
"DV source names vary, DV03 = \_\_\_\_\_"
- C03. WELL RECORD WITH DIVERSION OR RESERVOIR RECORDS  
"well with other diversions or reservoir"
- C04. WELL RECORD WITH TYPE CODE "S"  
"source type = S, but source is well"
- C05. DIVERSION RECORD WITH TYPE CODE "G", EXCEPT WHEN ST REMARK = SP, SI, MP, NP  
"source type = G, source name implies S"
- C06. SOURCE NAME SHOULD BE STREAM, RESERVOIR/LAKE NAME SHOULD BE DIFFERENT OR BLANK  
"source name and reservoir/lake name are the same"
- C07. SOURCE TYPE REMARK WITH NO DIVERSION RECORD  
"ST remark, no diversion record"



FIGURE XII-2 (cont.)

- C08. SOURCE TYPE REMARK MISSING SOURCE CODE NAME OR, OTHER THAN SI, SP, NP, MP, OR WS  
"ST remark missing or invalid"
- C09. SURFACE WATER TYPE CODE FOR NATURAL OR CONTROLLED SUBIRRIGATION  
"irrigation type = N or C, source type implies G"
- C10. SOURCE NAME SHOULD BE STREAM, SPRING, OR WELL  
"'reservoir' or 'lake' in source name"
- C11. SOURCE NAME, UT = N, ST REMARK = SP, WS, SI, MP, NP  
"ST remark, ut = N, source name, see figure VI-4"
- C12. BLANK SOURCE, UT = Y, ST REMARK = SP, WS, OR SI  
"no source, ST remark, ut = Y, see figure VI-4"

D. PRIORITY DATE

- D01. MISSING/INCOMPLETE  
"missing or incomplete priority date"
- D02. < 1860 OR > 1973  
"priority date after June 30, 1973"  
"priority date prior to 1860"
- D03. TYPE OF RIGHT MISSING  
"type of right missing"
- D04. TYPE OF RIGHT OTHER THAN U, F, OR D  
"type of right other than use, decreed, or filed"

E. FLOW RATE

- E01. MISSING FLOW UNITS  
"missing flow rate units"
- E02. UNITS BUT NO FLOW  
"units but no flow rate"
- E03. FLOW "KEEP" FLAG SET  
"flow rate has a keep flag"
- E04. SHOULD BE NO FLOW FOR ONSTREAM RESERVOIR, EXCEPT DECREED RIGHTS  
"flow rate value on onstream reservoir"
- E05. FLOW RATE ZERO FOR OFFSTREAM RESERVOIR  
"flow rate zero on offstream reservoir"
- E06. ST-FLOW RATE VALUE, LS OR HG MEANS OF DIVERSION, TYPE = S  
"error in rate or means, flow rate for LS or HG"
- E07. ST-FLOW RATE ZERO, EXCEPT FOR LS, HG, DT, DR, US MEANS OF DIVERSION, TYPE = S, NO ONSTREAM RESERVOIR  
"error in rate or means, flow rate zero for other than LS or HG"
- E08. IR-FLOW RATE VALUE, TYPE OF IRRIGATION D (NO PUMP), N OR O  
"flow rate value, but irrigation type = D, N, or O"
- E09. IR-FLOW RATE ZERO, EXCEPT IRRIG. TYPE D (NO PUMP), N OR O, OR, EXCEPT ONSTREAM RESERVOIR  
"flow rate zero, but irrigation type not D, N, or O"
- E10. ST, DM, LG, MD-FLOW RATE > 35 GPM, AND NO (KEEP) FLAG  
"flow rate > 35 gpm"
- E11. OT-FLOW RATE > 1 CFS  
"flow rate > 1 CFS (448.8 GPM) for other use"

FIGURE XII-2 (cont.)

E12. ALL USES, FLOW RATE > 0 AND < 5 GPM OR < .02 CFS  
"flow rate < 5 GPM"  
"flow rate < .02 CFS"

F. VOLUME

F01. MISSING CLIMATIC AREA, USE IS IRRIGATION  
"climatic area is missing"  
F02. CLIMATIC AREA EXISTS, USE IS NOT IRRIGATION  
"climatic area exists, use is not irrigation"  
F03. VOLUME NOT FEASIBLE WITH FLOW (OR CALCULATED STD FLOW)  
"volume not feasible with flow"  
F04. VOLUME "KEEP" FLAG SET  
"volume has a keep flag"  
F05. VOLUME FOR ANY RESERVOIR, EXCEPTING 'R' RESERVOIRS AND  
ST, MN, AND FP USES  
"no volume, but claim has reservoir"  
F06. WARNING - VOLUME ACHIEVED IN 5 DAYS  
"volume can be achieved within 5 days"  
F07. ST-VOLUME VALUE, NO USA OWNERSHIP, NO RESERVOIR RECORD  
"volume value - check for USA ownership or reservoir"  
F08. ST-VOLUME ZERO, OWNERSHIP IS USA, RESERVOIR RECORD  
"volume zero - USA ownership and reservoir"  
F09. IR-VOLUME VALUE, EXCEPT TYPE OF IRRIGATION D, EXCEPT  
ON/OFFSTREAM RESERVOIR, OR EXCEPT DECREED RIGHTS  
"volume value - not water spreading, reservoir, or decreed  
right"  
F10. IR-NO VOLUME FOR WATER SPREADING (D)  
"volume missing for water spreading"  
F11. IR-WATER SPREADING (D), ACRES > 0, VOLUME VALUE, < .5  
AF/AC  
"water spreading volume < .5 af/ac"  
F12. DM, MD, LG USES, CLAIMED VOLUME GREATER THAN GUIDELINE AND  
NO VM51-99 REMARK  
"claimed volume > guideline of \_\_\_\_ af, no volume issue  
remark"

G. MAX ACRES

G01. NOT EQUAL TO SUM OF PARCEL ACRES  
"max acres not = sum of parcel acres"  
G02. ZERO ACRES FOR IRRIGATION  
"maximum claimed acres = zero"  
G03. > 5 ACRES DM, LG OR MD USES  
"maximum acres > 5 for DM, LG, or MD use"

H. PERIOD OF USE

H01. MISSING/UNRESOLVED  
"unresolved period of use array"  
"missing period of use"  
H02. SPLIT PERIOD OF USE  
"split period of use"

FIGURE XII-2 (cont.)

- H03. WARNING - YEAR-ROUND IRRIGATION, EXCEPT IRRIGATION TYPE D,  
N, C, OR O  
"year round irrigation"
- H04. PERIOD OF USE "KEEP" FLAG SET  
"period of use has keep flag"
- H05. PERIOD OF USE IMPLIES YEAR-ROUND, ARRAY NOT 199999999997  
"period of use implies jan 1 to dec 31"

I. POINT OF DIVERSION

- I01. MISSING DIVERSION (NO WELL OR NO DIVERSION RECORDS)  
"missing point of diversion"
- I02. MISSING SECTION, TOWNSHIP, RANGE OR COUNTY  
"DV01 missing township, range, and section"  
"DV01 missing township"  
"DV01 missing range"  
"DV01 missing section"  
"DV01 missing county"
- I03. INVALID COUNTY  
"DV01 invalid county code"
- I04. BASIN OUTSIDE COUNTY PARAMETERS  
"DV01 basin is not within county"
- I05. INVALID TOWNSHIP, RANGE, OR SECTION  
"DV01 invalid township, range, or section"
- I06. COUNTY NOT WITHIN TOWNSHIP PARAMETERS  
"DV01 invalid county or invalid twp-rge"

J. WELL

- J01. MISSING SECTION, TOWNSHIP, RANGE, OR COUNTY  
"WL01 missing township, range, and section"  
"WL01 missing township"  
"WL01 missing range"  
"WL01 missing section"  
"WL01 missing county"
- J02. INVALID COUNTY  
"WL01 invalid county code"
- J03. BASIN OUTSIDE COUNTY PARAMETERS  
"WL01 basin is not within county"
- J04. INVALID TOWNSHIP, RANGE, OR SECTION  
"WL01 invalid township, range, or section"
- J05. COUNTY NOT WITHIN TOWNSHIP PARAMETERS  
"WL01 invalid county or invalid twp-rge"

K. MEANS OF DIVERSION

- K01. MISSING  
"DV01 missing means of diversion"
- K02. DIVERSION CODE IS NOT A DESIGNATED CODE  
"DV01 invalid means of diversion code"
- K03. DIVERSION MEANS IS XX, NO DM REMARK  
"DV01 diversion means is XX - no DM remark"

FIGURE XII-2 (cont.)

- K04. NO RESERVOIR RECORD AND DIVERSION MEANS = DM, PT OR DP
  - "DV01 diversion means is DM, but no reservoir record"
  - "DV01 diversion means is PT, but no reservoir record"
  - "DV01 diversion means is DP, but no reservoir record"
- K05. DIVERSION CODE IS OBSOLETE VERIFICATION CODE
  - "DV01 unacceptable means of diversion code"

L. RESERVOIR

- L01. MISSING SECTION, TOWNSHIP, RANGE, OR COUNTY
  - "RS01 missing township, range, and section"
  - "RS01 missing township"
  - "RS01 missing range"
  - "RS01 missing section"
  - "RS01 missing county"
- L02. INVALID COUNTY
  - "RS01 invalid county code"
- L03. BASIN OUTSIDE COUNTY PARAMETERS
  - "RS01 basin is not within county"
- L04. INVALID TOWNSHIP, RANGE, OR SECTION
  - "RS01 invalid township, range, or section"
- L05. COUNTY NOT WITHIN TOWNSHIP PARAMETERS
  - "RS01 invalid county or invalid twp-rge"
- L06. RESERVOIR, DIVERSION MEANS NOT DM, PT, OR DP
  - "RS01 reservoir, DIV means other than DM, PT, or DP"
- L07. RESERVOIR NAME REMARK WITH NO RESERVOIR RECORD
  - "RN remark, no reservoir record"
- L08. 'R' RESERVOIR RECORD, NO RESERVOIR NAME
  - "RS01 R reservoir record, no reservoir name"
- L09. RESERVOIR RECORD BUT NO RN01-50 REMARK FOR VOLUME > 15 AF
  - "reservoir record, check for reservoir worksheet remark"

M. PLACE OF USE

- M01. MISSING SECTION, TOWNSHIP, RANGE, OR COUNTY
  - "PAR 001 missing township, range, and section"
  - "PAR 001 missing township"
  - "PAR 001 missing range"
  - "PAR 001 missing section"
  - "PAR 001 missing county"
- M02. INVALID COUNTY
  - "PAR 001 invalid county code"
- M03. BASIN OUTSIDE COUNTY PARAMETERS
  - "PAR 001 basin is not within county"
- M04. INVALID TOWNSHIP, RANGE OR SECTION
  - "PAR 001 invalid township, range or section"
- M05. COUNTY NOT WITHIN TOWNSHIP PARAMETERS
  - "PAR 001 invalid county or invalid twp-rge"
- M06. IRRIGATION, MISSING ACRES
  - "PAR 001 zero acres for irrigation"

FIGURE XII-2 (cont.)

- M07. PARCEL ACRES GREATER THAN 640  
"PAR 001 parcel acres > 640"  
PARCEL ACRES > 160/320 FOR ONE QUARTER SECTION DESCRIPTION  
"PAR 001 400.00 acres NE - acres > 160 for 1 qtr sec desc"  
"PAR 002 600.00 acres S2 - acres > 320 for 1 qtr sec desc"  
PARCEL ACRES > 40 FOR TWO QUARTER SECTION DESCRIPTIONS  
"PAR 001 60.00 acres NENE - acres > 40 for 2 qtr sec desc"  
PARCEL ACRES > 10 FOR THREE QUARTER SECTION DESCRIPTIONS  
"PAR 001 20.00 acres NENENE - acres > 10 for 3 qtr sec desc"
- M08. ACRES LISTED, NO IR, DM, MD, LG, CM OR MC USE.  
"acres listed, use is not IR, DM, MD, LG, CM or MC"
- M09. NO PARCEL RECORDS  
"missing entire place of use"

N. SUPPLEMENTAL RIGHTS

- N01. WATER RIGHT RELATED TO ITSELF  
"suppl. rights: right related to itself"
- N02. MAXIMUM ACRES GRANTED > SUM OF ACRES  
"suppl. rights: max granted acres > sum of rights"
- N03. MAXIMUM ACRES GRANTED < LARGEST INDIVIDUAL RIGHT  
"suppl. rights: max granted acres < largest indiv. right"
- N04. WATER RIGHT IS BOTH MAIN AND SUPPLEMENTAL TO ANOTHER WATER RIGHT  
"right is named in two supplemental relationships"
- N05. REFERENCE RIGHT HAS ZERO ACRES (MESSAGE ON ALL SUPPLEMENTAL RIGHTS)  
"suppl. rights: max combined acres in ref. right = zero"
- N06. NON-W CLAIM INCLUDED IN SUPPLEMENTAL RIGHTS RELATIONSHIP  
"suppl. rights: non-W claim reference not needed"
- N07. NON-IRRIGATION PURPOSE, MAIN OR SUPPLEMENTAL RIGHT  
"suppl. right: W000000-00, non-irrigation purpose"

O. REMARKS

- O01. TR REMARK, NO TRANSFERRED OWNER  
"transfer remark, but no transferred owner"
- O02. TRANSFERRED OWNER, NO TR REMARK  
"transferred owner, but no TR remark"
- O03. PL51-99 REMARK, NO ONSTREAM RESERVOIR RECORD, USE IS DM, MD, CM, LG, MC, IR (EXCEPT D, N, & O IRRIGATION TYPES), NO FR51-99 REMARK  
"PL issue remark, check for flow rate modification remark (F180)"
- O04. PL51-99 REMARK, SUPPLEMENTAL RIGHTS RELATIONSHIP, NO SR51-99 REMARK  
"PL issue remark, check supplemental acre modification remark (S150)"
- O05. PL51-99 REMARK, USE IS LG, DM, MD, CM, MC, IR (TYPE D), IR (WITH RESERVOIR RECORD), NO VM51-99 REMARK  
"PL issue remark, check for volume modification remark (V55)"

FIGURE XII-2 (cont.)

P. GENERAL

- P01. CLAIM ID IS "Z", NOT "J"  
"claim on irrigation district (Z) form, id should be J"
- P02. NO DATE FOR WHEN CLAIM WAS RECEIVED BY DEPARTMENT  
"no date received"
- P03. DATE RECEIVED HAS CONFLICT BETWEEN DAY AND MONTH  
"date received - day not possible for month"
- P04. DATE RECEIVED SHOULD NOT BE BEFORE NOVEMBER 1979  
"date received earlier than 11/79"

Q. TERMINATED CLAIMS

- Q01. TERMINATED CLAIM (O) WITH NO TC REMARK  
"terminated claim, but no TC remark"
- Q02. TC REMARK, CLAIM ID IS "W"  
"TC remark present, but claim ID not O"
- Q03. TERMINATED CLAIM (O) WITH FLOW RATE VALUE  
"terminated claim, flow rate value"
- Q04. TERMINATED CLAIM (O) WITH FLOW RATE UNITS  
"terminated claim, flow rate units"
- Q05. TERMINATED CLAIM (O) WITH VOLUME VALUE  
"terminated claim volume value"
- Q06. TERMINATED CLAIM (O) WITH PRIORITY DATE  
"terminated claim, priority date value"
- Q07. TERMINATED CLAIM (O) WITH PERIOD OF USE  
"terminated claim, period of use value"
- Q08. TERMINATED CLAIM (O) WITH ACRES  
"terminated claim, acres value"

Error message checks for terminated claims (O) should include only the following:

A (ALL), B1, C (ALL), I (ALL), J (ALL), K (ALL), L (ALL), M1-M3, M5, N6, O01 and O02, P1, Q (ALL).

After review abstracts for a batch have been checked, corrections can be input and new abstracts generated from the regional office. As an alternative, send abstracts with errors back to the records section. The changes will be entered into the data base. The abstracts with errors and new abstracts will be returned to the regional office for review. The corrected review abstracts can later be sent to the records section for filming.

Check the new abstract to ensure data entry has been done properly. If additional changes are needed, make corrections on the new review abstract and the above process is repeated until all data are correctly input.

Store the examination worksheet, any attachments, and review abstracts in the claim file. It is suggested that all examination materials and review abstracts for each file be organized and bound with one staple. This will make pulling this information later for filming easier. See "Post-Examination Procedures: Finishing Steps: Filming Examination Materials" for guidelines regarding the organization of this material.

#### D. REVIEW INDEXES

After all examination data for a basin has been entered into the computer data base, indexes will be used to further review and proof the data in the computer prior to printing the department's summary report to the water court. This review is useful for determining consistency and adherence to guidelines, and can locate potential problems which may have been overlooked during examination. The review will be conducted by the Helena central office staff with the assistance of the regional office.

As an index is reviewed, corrections and questions are noted directly on the index, and later are transcribed onto the uses index. After all indexes are reviewed, the various questions noted on the uses index are checked by reviewing the claim files. Any corrections to a claim are made on the review abstract and code sheets.

Once all corrections have been made, the review abstracts can be sent to the records section for input and filming. As an alternative, corrections can be input at the regional office and the review abstracts later sent to the records section for filming.

Following is a list of the available indexes along with their computer report names. Other indexes can be obtained by contacting the records section supervisor or the program manager. To ensure the correct index is generated, use the computer report name when requesting copies.

<u>Indexes</u>	<u>Computer Report Name</u>
1. Basin Analysis Chart	SRBSN
2. Late Claims Index	SRLATE
3. Terminated Claims Index	TCIX
4. Reserved Rights Index	UIX
5. Type Of Right Other Than F, U, or D	SRINIDX
6. Interbasin Transfer List	BSN####
7. Uses Index	SRUSES
8. Owner, Numerical Indexes	SRNEWIX
9. Source Index	SRCIX
10. Point of Diversion Index	PODIX2
11. Priority Date Index	PRTIX
12. Reservoir Index	RESIX
13. Index Of All Remarks	SRREMTYP
14. Related Rights Analysis	SRRLT/Z
15. Conveyance Facilities Index	SRDITCH
16. Feasible Volume Analysis	SRFEAS
17. Multiple Use Index	SRMUIX2
18. Springs Index	RXIXNOSG
19. Change Flag Indexes	SRZERO, SRNOZER
20. Potential Error/Warning Index	SRERROR
21. Name Variation Check	SROWNER
22. Owner/Water Right Listing	SROWNER#



A short description of each index and suggestions on what types of problems to check for when reviewing these indexes is given in the subsections below.

Additionally, as a basin goes from temporary preliminary to preliminary, or from preliminary to final, the various indexes will again be printed and reviewed. It is possible the water court, in requesting the records section to change information on claims, has created problems which previously did not exist. Errors may exist due to late claims or from Federal and Indian claims being included. Errors at this stage can only be corrected by the water court. By identifying and pointing out errors to the water court, the integrity of the computer data base as well as the entire adjudication process is enhanced.

1. Basin Analysis Chart. This is a chart giving a breakdown of the claims in a basin by type of right, type of use, and number of ownerships. Copies can be obtained by contacting the program manager.

2. Late Claims Index. This index is of all claims with a date received after April 30, 1982. The index is sorted by claim number and lists any LC and GA remarks. A separate report generated with this index includes missing received dates and pre-1979 received dates.

Use this index to check:

- date received was a working day
- a LC remark (L5) was added to each late claim
- date received and date in LC remark are the same

3. Terminated Claims Index. This index is of all terminated claims which are identified by an "0" ID code preceding the water right number. The index is sorted by claim number and lists all remarks.

Use this index to confirm:

- TC remark was added to each claim
- all unnecessary remarks have been deleted  
(acceptable remarks are TC, GI, LC, TR, OW, CT, RM, ST and MS)
- values for flow rate, volume, acres, and period of use are zero

4. Reserved Rights Index. This index, sorted by claim number, lists all claims in the basin which have a "U" ID code preceding the water right number.

5. Type Of Right Other Than F, U, Or D. This index lists all claims where the type of historical right is not filed, use, or decreed. If the type of historical right is missing or the claim is for a Federal reserved right, etc., the claim number will be listed.

6. Interbasin Transfer List. This list is of all claims with ID numbers outside the basin which have been identified as an interbasin transfer with the basin being examined.

7. Uses Index. This extensive index provides a useful overview of the basin. It is sorted by use then by claim number and contains most information on a claim (flow rate, volume, acres, source, owner name, remarks). For irrigation, it also includes an analysis of flow rate and volume.

Use this index to identify:

- incorrect or improper type of irrigation codes
- incorrect or improper means of diversion codes
- flow rates which may or may not be needed
- volumes which may or may not be needed
- high or low flow rates with no corresponding issue remark
- high or low volumes with no corresponding issue remark
- IR - flow rates or volumes with PL issue remarks - check if issue remark (F180, V55) is necessary/needed
- IR - high gpm/acre flow rate - check if V37 issue remark is necessary
- volumes greater than 15 acre-feet with reservoir - check for reservoir worksheet remark
- CM, IN, IS, uses - check for PU01 remark to explain use

8. Owner, Number Indexes. The owner index is sorted alphabetically by owner name, then by claim number. The number index includes all claim numbers (including terminated claims), and is sorted numerically.

Use the Owner Index to identify:

- misspelled owner names
- missing or incorrect middle initials
- inconsistent corporation names
- name variations for a single owner
- improper owner type code ('C' -vs- 'I')

The Numerical Index is used to:

- account for all claims in the basin

9. Source Index. This index is sorted alphabetically by source name, then by point of diversion.

Use the Source Name Index to check for:

- missing source names
- misspelled source names
- improperly designated sources  
(Five claims may call the source Long Coulee and another may call it Long Coulee Creek. These may be two separate sources.)
- lake or reservoir name listed as source
- use and filed rights on decreed streams°
- S/G code corresponds to source

°Used in combination with Uses index to check for possible priority date issue remark.

10. Point of Diversion Index. This index is sorted by township, range and section, then by claim number.

Use the Point of Diversion Index to identify:

- repeated POD's for a single claim which look questionable;
- missing quarter section
- missing section, township, or range  
(Fields will appear as zeros. If basin is located in all northern or southern townships, or all eastern or western ranges, errors in N, S, E, W can be checked. Pay special attention to the beginning and end of the index and of each township as errors cluster there.)
- quarter section description less than  $\frac{1}{4}$  (especially for point specific diversions such as pumps, wells, headgates, dams)
- invalid diversion methods

11. Priority Date Index. This index is sorted by priority date, then by claim number. A question mark (?) immediately following the priority date indicates an invalid date, e.g. 04/31/1888. An asterisk (\*) next to the priority date means a change flag has been added to the priority date.

Use the Priority Date Index to identify:

- missing day, month, or year dates°  
(fields will appear as zeros)
- post-July 1, 1973 dates°
- pre-1860 dates°
- dates preceding Indian cession°
- improperly standardized dates (e.g. 2/30/50)
- if '62 - '73 wells and springs have proper type of right, means of diversion or remarks°
- 12/31 dates without change flags (primarily use rights)
- last day of the month dates without change flags  
(primarily use rights)

° Refer to the Uses or Remarks By Type index to check if a remark has been added to identify issue.

12. Reservoir Index. This index is sorted alphabetically by source name, then by legal land description.

Use this index to identify:

- onstream reservoirs where the point of diversion and reservoir legal land descriptions differ
- onstream reservoirs where the diversion method is other than DM or PT
- offstream reservoir where the diversion method is identified as DM or PT

- different claims for same reservoir but the legal land descriptions differ
- questionable reservoir names

13. Index Of All Remarks. This index contains all remarks for a basin and is sorted by remark type, then by claim number.

Use this index to:

- identify misspellings, inaccuracies, improper formats or poor wording
- ensure wording conforms to department standards
- cross reference claim numbers, miner's inches, case no. and county in decree exceeded remarks
- cross reference claim numbers in ownership remarks and other multiple claim remark statements
- check that no NR remarks exist
- 01 to 50 remarks should refer to 'water right' instead of 'claim'

Special attention should be paid to coined remarks; if there is doubt about the appropriateness of a remark text, contact the program manager.

Check remark code numbers to make sure decree abstract and department examination report remarks are properly denoted and located. If there is a question about where a remark belongs, contact the program manager.

14. Related Rights Analysis. This index is a listing of irrigation claims which are supplemental. The index is sorted numerically, by main right with the supplemental rights listed below. It also includes potential maximum acres error messages, and related owner name comments.

Use this index to identify:

- claims supplemental to themselves°
- blank or zero fields for acres°
- maximum combined acres greater than or equal to the sum of rights°
- maximum combined acres less than largest individual right°
- owner missing or not matching main right°°
- very small or very large acreage

° Double asterisk (\*\*) and message under 'MAXIMUM GRANTED' will flag problem.

°° Double asterisk (\*\*) and message in right hand margin will flag problem.

15. Conveyance Facilities Index. This index is sorted by source, then by ditch name. Claims with the same ditch name are then listed chronologically by priority date.

Use this index to confirm:

- ditches are named and spelled consistently
- points of diversion are consistent between claims using same diversion (An inconsistent point of diversion could mean either an incorrect ditch name or incorrect legal land description. Exceptions may include waste and seepage collected in ditch or pumping into ditch.)

16. Feasible Volume Analysis. This index is sorted by use, then by claim number. Only those claims which have a flow rate, volume, and period of use are listed. It also shows hours per day necessary for the flow rate to produce the volume.

Use this index to identify:

- unreasonable volumes, flow rates or periods of use°

° Refer to the Uses or Remarks By Type index to check if a remark has been added to identify the issue.

17. Multiple Use Index. This index is of all claims and is sorted by priority date, then by source and owner name. It includes the water right numbers contained in multiple use remarks.

Use this index to identify:

- missing multiple use remarks
- claims incorrectly included in a multiple use remark (different source, priority date, type of right or claim has been terminated)
- incomplete multiple use remark (not all numbers identified)
- incorrect claim number
- numbers identified have different diversion means
- possible duplicate, redundant or associated situations°
- missing decree exceeded remarks°

° Refer to the Uses or Remarks By Type index to check if a remark has been added.

18. Springs Index. This index identifies those claims where the source is a spring. It is sorted by number.

Review claim files for numbers listed to determine if:

- spring is developed or undeveloped
- source type code is correct
- means of diversion is accurate

19. Change Flag Indexes. These two indexes contain the same information (flow rate, volume, acres, diversion means, reservoir, source and owner name).

One index includes only those claims where the flow rate or volume equals .00 and a change flag has not been coded. This index

is designed to identify missing change flags on flow rates or volumes which were changed to .00 during examination.

The other index includes only those rights where the flow rate or volume is greater than .00 and a change flag has been coded. This index is designed to identify change flags inadvertently added during examination to flow rates and/or volumes which will be decreed. For example, a change flag associated to the volume of a domestic claim would be questionable.

20. Potential Error/Warning Index. The same errors listed on the review abstract (see Figure XII-2) is compiled into an index for an entire basin by water right number. The potential error/warning messages are identified as to the record involved, i.e., owner, diversion number, etc. Pertinent values may also be printed, e.g., acre-feet per acre, township direction, or unmatched source names.

21. Name Variation Check. This index is sorted alphabetically by owner name and includes only owner names and addresses. It includes all owners in the basin, i.e. both claims and new appropriations. It allows a review for inconsistencies in names and addresses prior to basin wide mailings to reduce returned mail.

22. Owner/Water Right Listing. This index is sorted alphabetically by owner name and includes all water right owners in the basin, i.e., claims, permits, certificates etc. Every owner name and address is printed along with the water right ID number(s) of every computer water right record it is stored in. This allows a review for inconsistencies in names and addresses prior to basinwide mailings to reduce returned mail. The ID numbers allow for researching inconsistencies.

## E. STANDARDS

Computerized standards are applied to a basin when all review abstracts have been corrected and just prior to printing the department's summary report. The standards program permanently

- changes flow rates and volumes based on certain specific criteria;
- renumbers parcel records consecutively;
- changes flow rates in diversion and purpose records to match water right record; and,
- changes the period of diversion in diversion records to match purpose records.

Exhibit XII-2 is a breakdown of standards activity the computer is programmed to execute.

At the same time standards are applied, the Potential Error/Warning index may be rerun. If this index is rerun, it will be sent to the regional office for evaluation and correction prior to printing the review copy of a decree. It includes, by claim number, any error/warning messages found by the computer checks as shown in Figure XII-2. Correcting errors at this stage enhances the integrity of the computer data base.

After standards have been applied to a basin, two indexes will be generated to document standards which have been applied. A short description of these two indexes is as follows.

- Standards Field Update Report. This index, sorted by claim number, lists all claims in the basin. The claimed values for flow rate, volume, period of use, and acres are listed. If a standard has been applied, the new value is shown.
- Claims With Errors - No Standard Applied. This index lists claims where a standard might be applied but could not. The reason why the standard was not applied is listed. Review abstracts for these claims should be sent to the Records Section Supervisor so standards can be applied either automatically or manually.

## F. DEPARTMENT'S SUMMARY REPORT

The department's summary report (Exhibit XII-3) is comprised of two parts: Part A: "Abstract of Water Right" and Part B: "Examination Report". The report is bound into books and sent to the water court for review before the decree is issued. The regional office is also sent a copy to review and for reference in case the water court has questions. Decree indexes may also be printed.

By this time the chief water judge may have assigned a water master to the basin. The water master may call with questions regarding the summary report. When this occurs, a courteous and professional relationship with the water master will facilitate a more efficient and effective review.

After the decree for a basin is issued, the regional office may discard their summary report. A microfiche copy and a computer tape which can be used to print additional copies of the report are retained in the Helena central office.

1. Review Procedure. This is the last chance to make corrections before the decree is issued. Check the indexes for any errors and inconsistencies, including the Potential Error/Warning index which may also be provided at this time. Most of the errors should already have been corrected, but it is a good idea to check the indexes again.

2. Making Corrections To Summary Report. When errors are discovered **after** the summary report has been sent to the water court, follow the procedures outlined below.

- Make corrections on a photocopy of the summary report. Depending on the complexity of the issues involved, include a memo explaining the corrections.
- Send the corrected abstract along with any supplemental documents to the program manager for review. If the program manager finds problems, these will be discussed with the regional office.
- The necessary corrections will be made and an updated summary report abstract sent to the water court.
- The materials and updated summary report abstract will be filmed and sent to the regional office.

For amendments received **after** the summary report has been sent to the water court, see "Special Provisions: Amended Claims".